

## **MONITORING VISIT CHECK LIST**

### **LAND CONSERVATION INVESTMENT PROGRAM (LCIP)**

#### **Pre-visit activities:**

1. Contact landowner regarding scheduled monitoring visit and invite party to join in walk.
2. Go over Easement restrictions, past/present violations, baseline documents and photographs
3. Schedule monitoring to allow ample daylight hours for completion of field work.
4. Let someone know where you will be going as safety precaution.

#### **Items to bring on field visit:**

1. Compass
2. Topographic map and/or copy of topo map with conservation parcel boundaries drawn
3. Survey map or copy (with correct scale)
4. Pencils
5. Flagging tape (to highlight corner points)
6. Camera
7. Tape recorder or notepad
8. Field tape measure
9. Copy of Easement
10. Water and snack
11. Rain/cold weather gear (if needed)
12. Bug repellent/head nets (if needed)
13. Binoculars (optional)

#### **Monitoring visit activities:**

1. Meet with landowner, talk about easement, and past or future activities.
2. Walk boundaries if necessary.
3. Locate, photograph, and flag corner markers if not previously completed.
4. Visit sites of past violations as follow-up.
5. Visit boundary areas adjacent to very populated/busy abutting properties.
6. Photograph any new (possible) violations and mark location on map.

#### **Post-visit activities:**

1. Complete monitoring visit report; file copy with town, LCIP in Concord, and landowner (include brief letter with report to landowner explaining what you found).
  - a. Label and date all photographs and record photo points on survey or baseline map.
  - b. Record all Easement violations and actions (if any) taken to correct problem.
  - c. Include narrative or map of course taken during monitoring visit.
2. Follow-up on Easement violations.